

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

The Election Office

[Office Address]  
[City, State, ZIP Code]

Subject: Request for Issuance of Election Card

Dear Sir/Madam,

I hope this letter finds you well. I am writing to request the issuance of my election card for the upcoming elections.

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Current Address]
- Voter ID Number (if applicable): [Your Voter ID Number]

I have ensured that I meet all eligibility criteria required for voting and have completed the necessary registration process. I kindly ask you to process my request at your earliest convenience, as I wish to participate in the upcoming elections.

Thank you for your attention to this matter. Please feel free to contact me if you need any further information.

Sincerely,  
[Your Name]